

**Inver Hills Community College
and Metropolitan State University
First College
Cooperative Agreement Regarding:
Contemporary Business Practice, A.A.S. Degree**

This agreement has been entered into by Inver Hills Community College and Metropolitan State University (First College) for the benefit of students and prospective students at the two institutions. The purpose of the agreement is to insure programs of high academic quality, to encourage student achievement, to facilitate the transfer of course credits and to provide a smooth transition from one related degree program to the other.

Joint Admission

Students may be jointly admitted to both institutions. With joint admission, students:

1. are guaranteed a place in Metropolitan State University's First College, upon transfer from the Contemporary Business Practice, A.A.S. Degree Program at Inver Hills Community College;
2. can concurrently enroll in courses at both institutions;
3. can apply appropriate lower division credits, including those awarded through Competence Based Education, with a grade of better than "D" (or the equivalent), toward Metropolitan State University degree requirements;
4. will have access to program advisors at both institutions; and
5. will have any other rights and privileges of students at both institutions and will be sent mailings from both institutions.

Program Articulation

1. For graduation, students will need to complete a total of 124 semester credits including at least 40 upper division credits. A minimum of 30 semester credits must be completed while at Metropolitan State University.
2. The courses required for the Contemporary Business Practice, A.A.S. Degree Program at Inver Hills Community College and their relationship to Metropolitan State requirements are listed in Attachment A.
3. Students with an Associate of Arts degree from a MnSCU institution or students who have completed the Minnesota Transfer Curriculum do not have to complete any additional general education requirements at

Metropolitan State University.

4. Community college courses will be accepted toward meeting Metropolitan State University general education requirements consistent with the Minnesota Transfer Curriculum.
5. All Metropolitan State students must complete eight upper-division credits of liberal studies course work.

Other Cooperative Agreements

1. Faculty at both institutions will cooperate in scheduling course offerings in a convenient, flexible manner. The resources of both institutions, including faculty and space, will be used in a manner that enhances the educational opportunities available to students.
2. When appropriate, each institution will offer jointly sponsored courses – courses taught by faculty from one institution but listed in the schedules of both institutions.
3. Unless otherwise arranged, any tuition, fees, and state appropriation will be paid to the institution from which the student takes the course.
4. Both institutions will work together to develop registration and financial aid procedures to facilitate concurrent enrollment of students.
5. At the end of each semester, each institution will forward to the other institution copies of transcripts from students in this program.
6. Both institutions will inform potential students about this program through their catalogs and a program brochure to be jointly developed.

Duration of Agreement

This agreement becomes effective upon the date it is signed and remains in effect until terminated by either party. It may be terminated or amended for succeeding academic years by either institution on or before June 30 of each year.

Persons Responsible/Evaluation

The dean of First College at Metropolitan State University and the Dean of Math, Science and Technology at Inver Hills Community College will be responsible for implementing this articulation agreement. Each institution will conduct an outcomes assessment, and the persons responsible will meet regularly to review the agreements.

Metropolitan State University

Inver Hills Community College

President Date

President Date

Vice President Date

Vice President, Student Affairs Date

Dean Date

Dean, Math, Science and
Technology Date

Department Chair Date

Faculty Date

Faculty Date

**Inver Hills Community College
Contemporary Business Practice, A.A.S. Degree**

Business Requirements and Electives:

BUS 1101 Introduction to Business – 3 cr.
BUS 1104 Principles of Marketing – 3 cr.
BUS 1112 Business Math - 3 cr.*
BUS 1119 Human Relations in Business or
BUS 1121 Principles of Management – 3 cr.
BUS 1131 Legal Environment of Business or
BUS 2130 Employment Law for Business – 3 cr.
ACCT 2101 Financial Accounting or
ACCT 1000 Accounting Basics – 3-4 cr.
CS or CIS Any Course(s) – 3 cr.
Business Electives – 11-14 cr.

Students may select any BUS courses, ACCT, CBE, CIS or CS courses, and may include CRDV 1100. Students may also choose to focus on an 11-13 credit concentration in one of these areas: human resource management, marketing and sales, project management, small business development or supervision.

Total Business Requirements and Electives: 38 Credits

General Education Requirements:

Students choose 22 general education credits to meet MnTC goal areas and for general education electives.

*If a college – level math course is taken as part of the liberal arts curriculum, students may substitute any credits from the business elective area for BUS 1112.

In addition to the MnTC courses, a student may choose to take any foreign language, career development, computer science, health, interdisciplinary studies, or journalism courses as well as SOC 1150, 1152, 1154, 1156, 1158, MUSC 1105, SPCH 2230, THTR 1161.

Total General Education: 22 Credits

Transfer of credits to Metropolitan State University will be accepted as follows:

- **38 credits from the business required and elective courses to be included in the Individualized Bachelor of Arts degree plan.**
- **22 credits from General Education.**
- **Total accepted in transfer for the Associate of Applied Science Degree is 60 credits.**

Students admitted to First College must complete PRSP 301 Perspectives: Educational Philosophy and Planning and PRSP 499 First College Capstone as a part of their degree program.